

Commissioners:  
**REBECCA A. BURKE**  
*Chairperson*  
**ERNEST P. LARSON**  
*Vice-Chairman*  
**JEFF C. WHEELAND**  
*Secretary*



48 WEST THIRD STREET  
WILLIAMSPORT PA 17701

**FRED F. MARTY**  
*Chief Clerk*  
*Director of Administration*

**THOMAS C. MARSHALL**  
*Solicitor*

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## Minutes of the Meeting of January 8, 2009

Commissioner Burke - Present  
Commissioner Larson - Present  
Commissioner Wheeland - Present

Solicitor Marshall - Present

### 1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mrs. Burke convened the Commissioners Meeting 10:02 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the minutes of the previous meeting as they are recorded.

1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mrs. Burke opened the floor to public comment on agenda items only, and none were received.

### 2.0 ACTION ITEMS

2.1 APPROVE CONTRACT WITH ACS ENTERPRISE SOLUTIONS. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the contract with ACS Enterprise Solutions for the Register & Recorder's Office in the amount of \$64,675.

2.2 APPROVE PARTICIPATION IN FEDERAL SURPLUS PROGRAM. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved participation in Federal Surplus Property Program.

2.3 APPROVE AMENDMENT TO AGREEMENT WITH PAULA SINGER. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved amendment to the professional service agreement with Paula Singer extending the expiration date to January 23, 2009.

2.4 APPROVE INVOICES FROM SUNGARD PENTAMATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoices (3) from Sungard Pentamation for annual maintenance and licensing fees totaling \$72,553.62.

- 2.5 APPROVE INVOICE FROM SUNGARD PENTAMATION. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from Sungard Pentamation for Four J's maintenance fee in the amount of \$2,925.
- 2.6 APPROVE INVOICE FROM CCAP. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved invoice from CCAP for Core Technology Services in the amount of \$1,100.
- 2.7 APPROVE CONVEYANCE AGREEMENT WITH THE PARK HOME. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved commercial real estate and asset conveyance agreement with The Park Home for The Meadows.
- 2.8 APPROVE LETTER OF INTENT. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved Letter of Intent with Susquehanna Health and designate Susquehanna Health as the applicant for the Department of Public Welfare operating license for The Meadows.
- 2.9 APPROVE TDA CHANGES. A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), approved the following TDA Changes:
- Maintenance Department -
  - Maintenance III now classified as Technical position; Grade change to 7/8.
  - Maintenance II grade change to 5/6.
  - Maintenance I grade change to 3/4.
  - Prison Maintenance Dept -
  - Maintenance Supervisor changed to Maintenance Manager Position changed to exempt.
  - Maintenance III now classified as Technical position; Grade change to 7/8.
  - RMS Maintenance Dept -
  - Electrician grade change to 8/9.
  - Industrial Maintenance Specialist grade change to 7/8.
  - DPS - eliminate one Telecommunicator I position.

***Mrs. Burke recessed the Commissioners' Meeting at 10:10 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Controller Rogers was present.
- 3.2 CONTROLLER - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Jennifer Thompson to full time replacement Internal Auditor - Pay grade 7 - \$30,420.45/annually, effective 1/11/2009.

- 3.3 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved John P. Loiselle reclassified to full time Corrections Counselor - Pay grade 9 - \$19.57/hour effective 1/11/2009.
- 3.4 DPS - COMMUNICATIONS - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Michael J. Holdren, Sr. as full time Computer Aided Dispatch Coordinantor/Telecommunicator - Pay grade 7 - \$20.81/hour effective 1/11/2009.
- 3.5 RMS - BUSINESS OFFICE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved the promotion of Stephanie L. Messner as full time replacement Clerk III - Pay grade 4 - \$12.02/hour effective 1/11/2009.
- 3.6 MAINTENANCE - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Rick A. Livermore reclassified to full time Maintenance III (HVAC) - Pay grade 8 - \$17.07/hour effective 1/11/2009.  
Dale A. Brendle reclassified to full time Maintenance III (Electrical) - Pay grade 8 - \$17.07/hour effective 1/11/2009.  
Rodney L. Paulhamus reclassified to full time Maintenance II - Pay grade 6 - \$14.28/hour effective 1/11/2009.  
Joseph A. Kyle reclassified to full time Maintenance I - Pay grade 4 - \$12.02/hour effective 1/11/2009.
- 3.7 PRISON - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Jerry D. Fink reclassified to full time Maintenance Manager - Pay grade 10 - \$54,947.03/annually effective 1/11/2009.  
Craig L. Robbins reclassified to full time Maintenance III - Pay grade 8 - \$23.39/hour effective 1/11/2009.  
Lloyd B. Fryer reclassified to full time Maintenance III (Electrical) - Pay grade 8 - \$17.07/hour effective 1/11/2009.
- 3.8 RMS - SUPPORT SERVICES - A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), approved Steven J. Trate reclassified to full time Electrician - Pay grade 9 - \$26.15/hour effective 1/11/2009.  
Charles H. Opp reclassified to full time Industrial Maintenance Specialist - Pay grade 8 - \$17.37/hour effective 1/11/2009.
- 3.9 ADJOURN SALARY BOARD. A motion by Mrs. Rogers and seconded by Mr. Wheeland and passed (4-0), adjourned the Salary Board at 10:12 a.m.

***Mrs. Burke reconvened the Commissioners' Meeting at 10:16 a.m.***

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Bill Lowthert reviewed the 2009 CDBG Projects.

**6.0 PUBLIC COMMENT.** Mrs. Burke opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mrs. Burke announced the next regularly scheduled meeting as a work session on Tuesday, January 13, 2009.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Larson and seconded by Mr. Wheeland and passed (3-0), adjourned the Commissioners' Meeting at 10:25 a.m.